

An aerial photograph of the Liberty University campus, featuring various academic buildings, a large circular arena, and a prominent clock tower. The image is semi-transparent, allowing the text to be clearly visible over the scene.

# Banner Overview & Course Scheduling

Banner Basics in Scheduling Courses

**LIBERTY**  
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This training session will cover the following:

- What is Banner?
- Banner Terminology
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- How to schedule your course
- Year over Year Responsibilities

# What Is Banner?

Banner is a web-based software application managing various data points related to the University courses, scheduling, enrollment, and grading.

# Why Do we use Banner for Professional Training?

In addition to managing student information and academics records, all our online and residential courses get scheduled through Banner. Utilizing Banner for creating and scheduling professional development courses ensure our process remains consistent for how we create, schedule and grade student and staff courses alike.

# Banner Terminology 101

- Ellucian: Ellucian is the parent company of the web-based application, Banner.
- Banner PROD: Banner Production, information live to end users
- Banner Test: Banner Test instance, used for data that needs to be tested throughout the week. Refreshes every Sunday night and is not live to end users.

## **I'm new to scheduling courses in Banner, what platform do I use?**

It's important to always utilize BanPPRD or BanTest to ensure everything is well tested prior making changes on production. For the purpose of this training we will utilize BanTest.

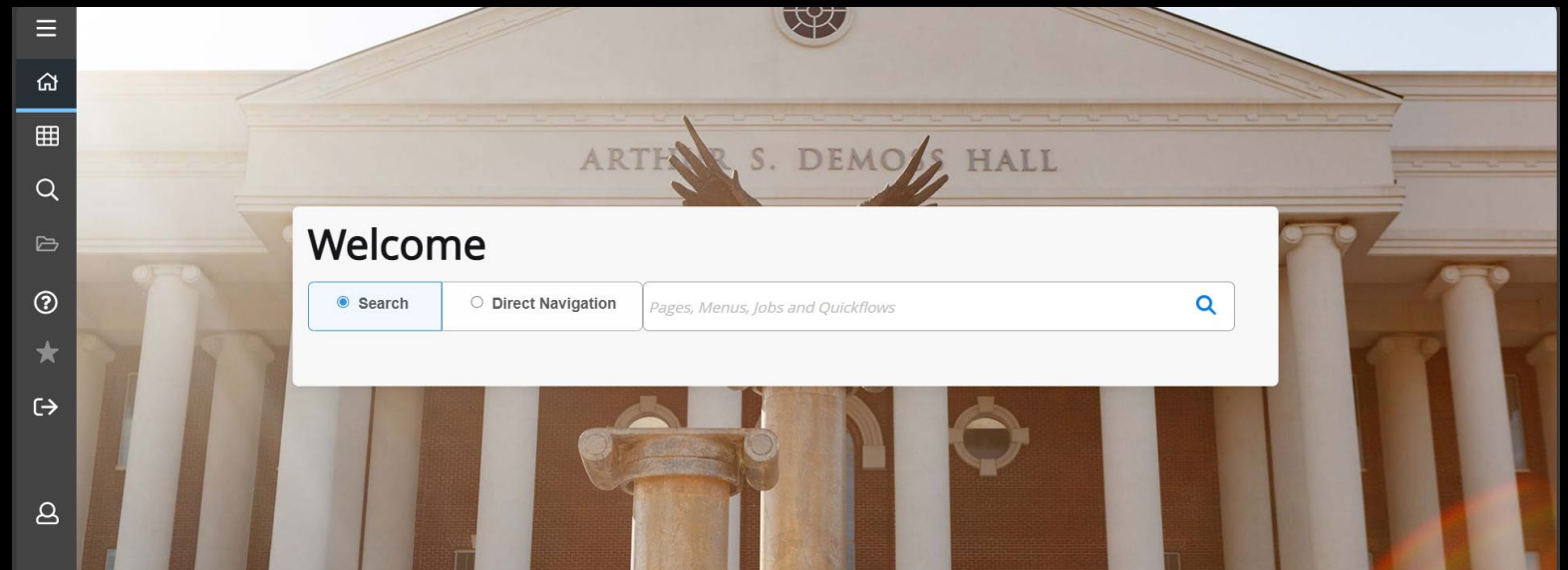
# Getting Started on BANTEST

To begin scheduling your department's courses, use the link below to access the correct page. Please use Google Chrome or Microsoft Edge. You will need be connected to VPN this link.

Banner Test:

<https://bantest.liberty.edu/applicationNavigator/seamless>

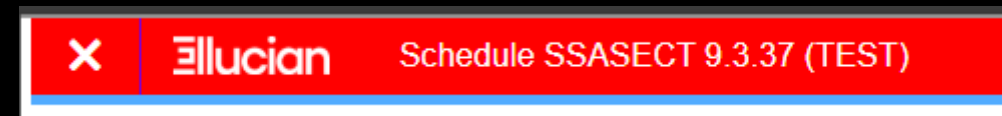
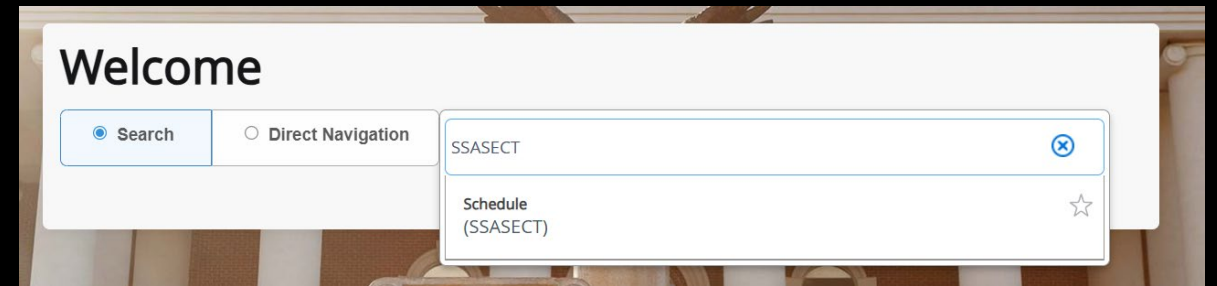
Once accessing BanTest you should get the red bar showcased on the next slide.



# Search for SSASECT form

Utilizing the link to BanTest link in the previous slide perform the following steps.

- Insert into the search bar “SSASECT”
- Once you click on the SSASECT link **you will be directed to the BanTest Environment**
- You will know that you’re in the right environment if you see the red bar at the top of the page.



## What to do if I don't have access to Banner?

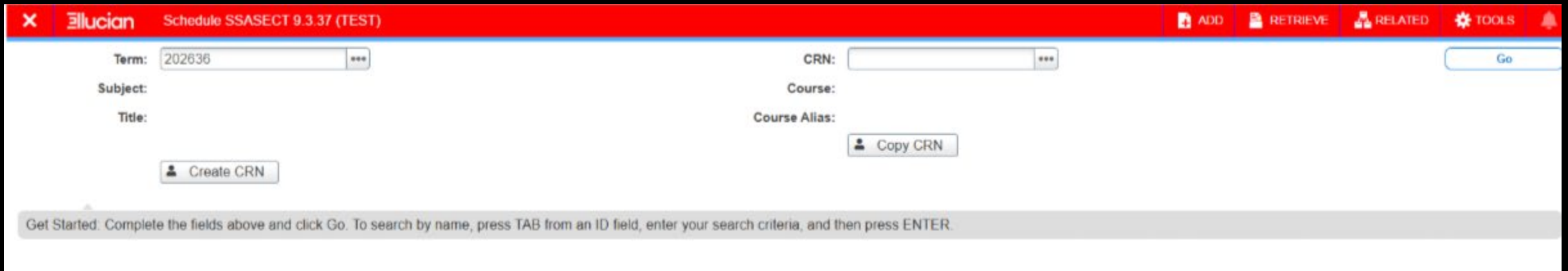
If you don't have access to Banner please pause this process, request access from your ADS Supporting Team and then resume this process.

# Scheduling a Professional Development Course

Step 1: List the year you want to create the courses in and add the number "36" to the end. For example, a Professional Development (PDP) term for the 2027 year would be 202736. *Disregard the three dots on the side.*

Step 2: Click on the CRN field and type ADD

Step 3: Once finished hit "Go" on the right-hand side of the page.



The screenshot shows the Ellucian course scheduling interface. At the top, there is a red navigation bar with the Ellucian logo and the text "Schedule SSASECT 9.3.37 (TEST)". To the right of the navigation bar are several icons: "ADD", "RETRIEVE", "RELATED", "TOOLS", and a bell icon. Below the navigation bar, there are several input fields and buttons. On the left, there is a "Term:" field with the value "202636" and a dropdown arrow. Below it are "Subject:" and "Title:" labels. A "Create CRN" button is located below the "Title:" label. On the right, there is a "CRN:" field with a dropdown arrow. Below it are "Course:" and "Course Alias:" labels. A "Copy CRN" button is located below the "Course Alias:" label. A "Go" button is located at the top right of the form area. At the bottom of the form, there is a grey bar with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

# Course Section Information

Step 1: Type the course subject into the subject field (i.e., PDIT, PDPE). If you don't know the course subject, please reach out to Registrar.

Step 2: Enter the Course Number (i.e., 101 or 102). If you don't know the course number, please reach out to Registrar.

Step 3: Leave "Course Alias" blank

Step 4: The title should auto-populates based on the course title created in Banner by Registrar

Step 5: Enter the "Section Number" auto populates as zero, please add 001. If it's a second section of the same course please follow that naming convention (001, 002, etc).

Step 6: Leave the "Cross List" blank

# Course Section Information Continued

Step 7: Enter "D" for Online in the Campus field

Step 8: Enter "A" for Active in the Status field

Step 9: Enter "L" for Lecture in the "Schedule Type" field

Step 10: Enter "ON" for Instructional Method

Step 11: Enter "L2CAN" for Integration Partner

Step 12: Leave the following blank; Grade Mode, Session Special Approval and Duration.

Step 13: Ensure you hit "Save" at the bottom of the screen.

The screenshot displays the 'Course Section Information' form in the Lucian system. The form is titled 'Schedule SSASECT 9.3.37 (TEST)' and includes a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main header shows 'Term: 202636', 'CRN: ADD', 'Subject: PDIT', 'Course: 101', and 'Title: ITT 100'. Below this, there are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing a grid of fields for course details. The fields are organized into three columns: Course Information, Campus/Status/Schedule, and Grade/Session/Duration. The values entered are: Subject (PDIT), Course Number (101), Title (ITT 100), Section (001), Campus (D), Status (A), Schedule Type (L), Instructional Method (ON), Integration Partner (L2CAN), and Grade Mode (blank). The 'Override Duration' checkbox is unchecked.

Field	Value
Subject *	PDIT PD IT TRAINING
Course Number *	101
Course Alias	
Title	ITT 100
Section *	001
Cross List	
Campus *	D LUO
Status *	A Active
Schedule Type *	L Lecture
Instructional Method	ON Online
Integration Partner	L2CAN LU CANVAS Instance
Grade Mode	
Session	
Special Approval	
Duration	
Override Duration	<input type="checkbox"/>

# Class Type Instructions

Step 1: For Part of Term, type “2P”

Step 2: All the remaining dates/fields will auto populate.

Step 3: Ensure you save your work at the bottom of the field.

The screenshot shows a software interface for defining a class type. At the top, there is a header bar with the title 'CLASS TYPE' and several utility icons: 'Insert', 'Delete', 'Copy', and 'Filter'. Below the header, the 'Traditional Class' section is active, showing a 'Part of Term' dropdown menu with '2P' selected, followed by two date pickers (07/01/2026 and 06/30/2027) and a text input field containing '52'. The 'Open Learning Class' section is currently inactive and contains several empty input fields for 'Registration Dates', 'Start Dates', and 'Maximum Extensions'. A 'Processing Rules' button is visible on the right side of the 'Open Learning Class' section.

Traditional Class	
Part of Term	2P
Start Date	07/01/2026
End Date	06/30/2027
Maximum Extensions	52

Open Learning Class	
First	Last
Registration Dates	
Start Dates	
Maximum Extensions	0

# Class Indicators Instructions

Step 1: Please make no changes to this section.

Click “Save” on the bottom left corner and we’ll navigate to the next page!

The screenshot shows a web form titled "CLASS INDICATORS" with a toolbar containing "Insert", "Delete", "Copy", and "Filter" icons. The form is organized into several sections:

- Prerequisite Check Method:** Radio buttons for "Basic or None" (selected), "CAPP", and "DegreeWorks".
- CEU Indicator:** A checkbox that is currently unchecked.
- Link Identifier:** A text input field.
- Attendance Method:** A dropdown menu with a "..." button.
- Weekly Contact Hours:** A text input field.
- Daily Contact Hours:** A text input field.
- Checkboxes:** A vertical list of checkboxes: "Print" (checked), "Gradable" (checked), "Tuition and Fee Waiver" (unchecked), and "Voice Response and Self-Service Available" (checked).
- Additional Options:** A vertical list of checkboxes: "Long Title" (unchecked), "Comments" (unchecked), and "Syllabus" (unchecked).

# Section Enrollment Information

Step 1: Enter the maximum number of seats needed for student enrollment. Use one of the two options: 100 seats or 1000 seats. If total expected students exceeds 100, select 1000. If total expected students is 100 or fewer, select 100.

Click “Save” on the bottom left corner and we’ll navigate to the next page!

The screenshot shows the Ellucian system interface for scheduling a section. The top navigation bar includes the Ellucian logo, the course title "Schedule SSASECT 9 3 37 (TEST)", and action buttons for ADD, RETRIEVE, RELATED, and TOOLS. Below the navigation bar, the course details are displayed: Term: 202636, CRN: 6, Subject: PDIT, Course: 101, Title: ITT 100, and Course Alias: . A green notification bar indicates "Saved successfully (1 rows saved)".

The main content area is divided into several tabs: Course Section Information, Section Enrollment Information (selected), Meeting Times and Instructor, and Section Preferences. Under Section Enrollment Information, there are sub-tabs for Enrollment Details and Reserved Seats. The Enrollment Details tab is active, showing a table of enrollment statistics:

ENROLLMENT DETAILS			
Maximum *	<input type="text" value="100"/>	Waitlist Maximum *	<input type="text" value="0"/>
Actual	0	Waitlist Actual	0
Remaining	100	Waitlist Remaining	0
Projected *	<input type="text" value="0"/>	Prior	0
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000

Below the enrollment details, there are sections for Census One and Census Two, each with an Enrollment Count of 0 and a Freeze Date of 07/01/2026. At the bottom, there is a section for Add Authorization Registration Dates, with a Calculated Section Start Date of 07/01/2026 and fields for Add Authorization Start Date and Waitlist Notification Ending Date.

# Meeting Types and Instructor

Step 1: Leave "Meeting Time" blank

Step 2: Tab through each field and you'll see fields begin to auto populate.

Step 3: If you intend your course to run within the July to June timeframe you can add those dates here. If not please tab through it and allow it to auto populate. Navigate to building, type "DLP"

Step 4: Tab to room as and input "OFF"

Step 5: Schedule type will auto populate

Step 6: Tab to Hours per week and input "0".

Click "Save" on the bottom left corner and we'll navigate to the next page!

The screenshot displays the Ellucian system interface for scheduling a course section. The top navigation bar includes the Ellucian logo and the title "Schedule SSASECT 9.3.37 (TEST)". The main content area is divided into several sections:

- Course Information:** Term: 202636, CRN: 6, Subject: PDIT, Course: 101, Title: ITT 100, Course Alias: (blank).
- Navigation Tabs:** Course Section Information, Section Enrollment Information, Meeting Times and Instructor (selected), Section Preferences.
- Warning Alert:** A yellow warning box with a triangle icon states: "WARNING\* Building/room specified without both day and time information entered." with an "OK" button.
- SCHEDULE Table:** A table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Sunday). The Meeting Type is "CLAS", Start Date is "07/01/2026", and End Date is "06/30/2027". All day checkboxes are currently unchecked. The Session Indicator is "01".
- INSTRUCTOR Table:** A table with columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The Session Indicator is "01". The Primary and Override indicators are currently unchecked.

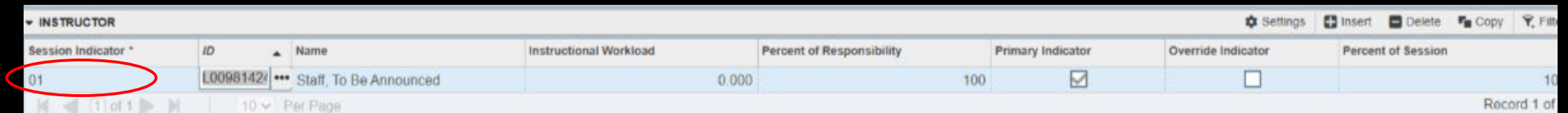
Please note you will need to tab through the fields as opposed to clicking through them.

# Meeting Types and Instructor

Step 1: Click the section under "Session Indicator" tab, this will automatically populate as "01"

Step 2: Input your LUID as Instructor. Your name and the remaining fields will automatically populate.

Click "Save" on the bottom left corner and we'll navigate to the next page!



Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	L0098142	*** Staff, To Be Announced	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10

If Banner does not allow the you to be keyed in as "instructor" please reach out to Registrar Registrar@liberty.com

# Course Section Information

Section preferences can be left blank. Click Back to return to Course Section Information. If everything saved successfully and no errors appear, you can proceed to create the course in Banner PROD.

Refer to the next slide for instructions on entering this information into BanProd.

The screenshot displays the Banner system interface for the 'Section Preferences' of course SSASECT 9 3 37 (TEST). The top navigation bar includes buttons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the navigation bar, the course details are shown: Term: 202636, CRN: 6, Subject: PDIT, Course: 101, Title: ITT 100, and Course Alias: [blank]. A 'Start Over' button is located to the right of the course details. The main content area is divided into two sections: 'PARTITION PREFERENCES' and 'ROOM ATTRIBUTE PREFERENCES'. Each section has a table with columns for Code, Description, and Preference Number. The 'PARTITION PREFERENCES' table shows one row with a blank Code field and three asterisks (\*\*\*) in the Description field. The 'ROOM ATTRIBUTE PREFERENCES' table is currently empty. Both tables include a 'Per Page' dropdown set to 10 and a 'Record 1 of 1' indicator. The interface also features a 'Settings' button and icons for Insert, Delete, Copy, and Filter.

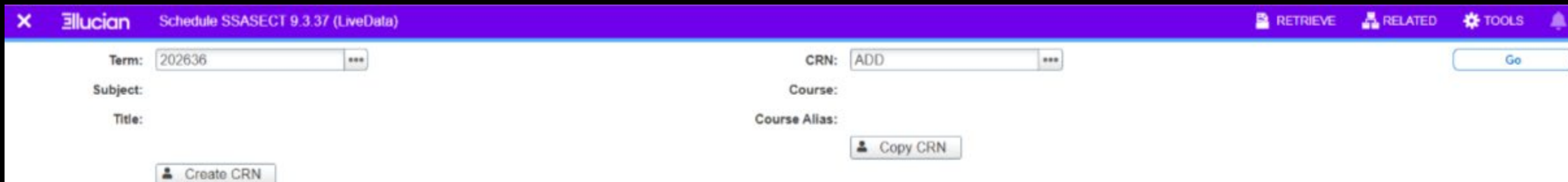
# Creating Course Section in Banner Production

Now that you have learned how to create your course on BANTEST, you are ready to create your course on Banner Production. You will need be connected to VPN this link. If you have questions about course creation, please submit a ticket [here](#). If you're unable to access Banner, please submit a ticket [here](#) as well.

Banner Production link: <https://banadmin.liberty.edu/applicationNavigator/seamless>

- Once accessing BanProd you should get the blue/purple bar and see the text "Schedule SSASET 9.3.37 (LiveData)"
- Once you're on BanProd resume the slideshow starting on Slide 7: Search for SSASECT Form

Once you're in production, everything being filled in and saved is live.



The screenshot displays the Banner Production interface for scheduling a course section. The top navigation bar is purple and contains the 'ellucian' logo, the page title 'Schedule SSASECT 9.3.37 (LiveData)', and utility icons for RETRIEVE, RELATED, TOOLS, and a notification bell. The main form area is white and includes the following fields and buttons:

- Term:** A text input field containing '202636' and a dropdown arrow.
- CRN:** A text input field containing 'ADD' and a dropdown arrow.
- Subject:** A text input field.
- Course:** A text input field.
- Title:** A text input field.
- Course Alias:** A text input field.
- Buttons:** A 'Go' button in the top right, a 'Create CRN' button in the bottom left, and a 'Copy CRN' button in the bottom right.

# Department Responsibilities

Each department is responsible for maintaining its course over time. This includes scheduling it annually (between July and June). Scheduling can be done in advance of July 1, but the course cannot be re-released any earlier than July 1 of each year. Courses can be scheduled with start and end dates falling anywhere within the July 1- June 30 window. Courses that are intended to be continuously available should be scheduled in advance of July 1 to start on July 1, and end on June 30.

## **Why do courses need to run from July 1 to June 30 each year?**

- Our training courses follow the Academic Calendar, which resets annually on July 1.
- Because of this structure, to maintain availability of the course, it must be rescheduled and re-released in Banner each calendar year starting July 1.
- If the course is not rescheduled to run again on or after July 1st, course participants will lose the ability to participate in the course after June 30.